

EPMACINST 4235.1J
CODE 40C
9 September 2001

EPMAC INSTRUCTION 4235.1J

From: Commanding Officer, Enlisted Placement Management Center

Subj: PROCUREMENT AND ISSUE PROCEDURES

Ref: (a) NAVSUP 485
(b) NAVSUP 4200.85C
(c) DOD Directive 5500.7
(d) BUPERSINST 4235.3

1. Purpose. To publish procurement and issue procedures per references (a) through (d).

2. Cancellation. EPMACINST 4235.1H

3. Definitions

a. Standard Stock Material. Material identified by National Stock Number (NSN) and available in the Navy Supply System (General Service Administration (GSA)), Naval Publications and Forms Center (NPFC), and Defense Supply System.

b. Nonstandard Stock Material. Material not bearing a NSN generally requires purchase action and can only be procured using part numbers and brand name.

c. Services. Hiring of commercial firms to repair equipment (i.e., copier typewriters, shredders, calculators, etc.).

4. Requisitions for Material or Supplies.

a. Material and Supplies Request. To requisition materials and/or supplies an original and a copy of Material and Supplies Request Form (EPMAC 4235/5) is required. Material and Supplies Request Form will be completed using EPMAC's Supply Catalog, and submitted to the Financial Management and Logistics Office, Ready Issue Room. This form is located on the command intranet. Upon issuance of materials and/or supplies, Financial Management/Logistics Office will retain the original EPMAC 4235/5 and a copy will be returned to the Supply Petty Officer receiving the material.

9 September 2001

b. Ready Issue Room Hours. The Ready Issue Room operating hours are 0700-1100 and 1300-1430 Monday through Friday. Emergency issues will be made as required.

5. Request for Open Purchase Material or Services. Request for purchase of material or services not commonly stocked by the Ready Issue Room will be submitted using Open Purchase Request Form (EPMAC 4235/1). This form is located on the command intranet. All requests will include a written justification. Requests for the purchase of information technology equipment must be forwarded to and approved by the Director, Information Technology Office before procurement.

a. Distribution. The original EPMAC 4235/1 will be retained by Financial Management and Logistics Division and a copy will be returned to the requestor with a command requisition number. This requisition number should be used when inquiring about the status of an open purchase request.

b. Routing. Requests must be reviewed and initialed by the General Supply Specialist for administrative compliance and initialed by the Budget Officer for fund availability.

6. Subscriptions. Each subscription request must include a certification by EP40A that the magazine/periodical is mission essential and an explanation why the subscription is necessary. Furnish the name of the publication, beginning and ending dates of service, and the publisher's name, phone number and address. For renewals, provide current mailing label. In all cases, submit the requisition in time to begin the start date of the new fiscal year. Subscriptions will be in the name of the command (not the ordering individual).

7. Equipment Repairs. For all equipment repairs of general equipment not under warranty or an existing maintenance contract an EPMAC 4235/1 will be submitted; provide the type of equipment, manufacturer/brand name, serial number(s), equipment location, the nature of the problem and a point of contact. All ADP equipment repairs are reported to Information Technology Office.

8. Approval Authority. Department directors are responsible for the frugal expenditure of allotted funds and for approving requests for material or service for their respective department. Department authority to sign EPMAC 4235/5 and EPMAC 4235/1 will

EPMACINST 4235.1J
9 September 2001

be delegated in writing (starting from department director level) to subordinate personnel. Return completed authorization forms to Financial Management/Logistics Office.

9. Command Approval for Procurement. The Commanding Officer (CO) will designate, in writing, all individuals authorized procurement approval in the following amounts:

0 - 10K	for Standard Stock Material
0 - 15K	for Equipment/Software
0 - 10K	for Non-Standard Stock Material

The CO or Executive Officer (XO) will approve all furniture, carpet and requests exceeding the above amounts.

G. B. DYE

Distribution:
Command Intranet